MyPath »   MassPerf☺rm

Employee: Enter New Goals

MassPerform encourages adding and updating goals as business priorities change throughout the year. The following steps will guide you through the process to add a new goal.

STEP 1. Sign into your **MyPath** account at **www.mass.csod.com**.

STEP 2. From the MyPath home screen, click the **MassPerform Expectations and Goals** box on the left.

STEP 3. From the **My Expectation & Goals** tab, click the drop-down (for screen readers, "goal options") arrow next to the associated expectation and select **Edit**.

> **Note:** if your manager has not added the expectation to which your new goal should be associated, you can add the expectation by clicking **Create** in the top right-hand corner.

> You will fill out the expectation title, start and end dates, and expectation category prior to entering your associated goals. This expectation will by viewable by your manager.

STEP 4. The **Edit Expectations & Goals** screen will open for that expectation. Click the **Add Goals** button.

STEP 5. The **Add Goals** pop-up window will open.
- Enter specific details outlining your goal and how it meets the expectation set by your manager.
- Enter a **Start Date** and **Due Date**.
  *(***Note:*** *The system will default to the dates entered by your manager. Only edit the Start and Due Dates as necessary.)*
- Use the drop-down option to select a Goal **Type** and select the measurement. For example, if your goal is to increase production by 20%, then the **Type** would be %.
- Enter the **Start Value** (where you are starting at today) and **Target** (where you want to be by the expectation due date). For example, using the goal to increase production by 20%, the **Start Value** would be 0% and the **Target** would be 20%.
- Click the **Done** button.

STEP 6. You will be redirected to the **Expectations & Goals** screen. If you have additional goals for this expectation, click the **Add Goals** button again and repeat Step 5. When all your goals have been added for this expectation, scroll to the bottom of the screen, and click the **Submit** button.